

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE LOS ANGELES POLICE DEPARTMENT  
AND CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
DEPARTMENT OF POLICE SERVICES**

The Los Angeles Police Department has for many years stored property booked by recognized outside agencies for incidents which the Los Angeles Police Department had no follow-up or filing responsibilities. Because of the fiscal constraints and lack of available storage space, effective January 1, 1993, the Los Angeles Police Department will only book property in those cases where the Los Angeles Police Department has either investigative and/or filing responsibility.

The parties entering into this Memorandum of Understanding (MOU) are the Los Angeles Police Department and the California State University, Northridge Department of Police Services. For purposes of this MOU, the Los Angeles Police Department will be referred to as "LAPD" and the California State University, Northridge Department of Police Services will be referred to as "CSUNDPS."

**General Provisions**


- A. Unless specified below, property under control of the CSUNDPS will be booked into the CSUNDPS's facilities.
- B. Where after being requested by the CSUNDPS to do so, and the LAPD determines that it is appropriate to conduct preliminary investigations, the property may be booked into an LAPD property facility. At that time, the LAPD will assume full control over the property.
- C. The CSUNDPS agrees to release evidence to LAPD investigators when it is mutually agreed that LAPD is to assume follow-up investigative responsibility.
- D. The LAPD agrees to dispose of all property in accordance with current LAPD procedures when the LAPD has assumed control of the property.
- E. With regard to evidence submitted by the CSUNDPS to LAPD for analysis: The CSUNDPS agrees when providing evidence requiring analysis to the appropriate LAPD property facility, they will complete an analyzed evidence receipt. The LAPD agrees to analyze the evidence for the CSUNDPS. The CSUNDPS agrees to pick up the analyzed evidence within two business days of being notified that the analysis has been completed. In the event, CSUNDPS does not retrieve such evidence, LAPD agrees to dispose of such property in accordance with subsection D of this MOU.

F. The CSUNDPS agrees to abide by all the provisions of this MOU and agrees that if they violate any provisions, LAPD will no longer accept any property from the CSUNDPS.



Charlie Beck  
Chief of Police  
Los Angeles Police Department

Date: 12-11-14



Anne P. Glavin  
Chief of Police  
California State University, Northridge  
Department of Police Services

Date: 1/9/15